

Building Demolition Requirements

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Page 1 of 2

A **Demolition** Permit is required for the removal of an entire building, including removal of detached accessory structures. An **Alteration/Partial Demolition** Permit is required when gutting out a commercial space (limited to non-bearing wall partitions) independent of an associated alteration permit being issued or when removal of construction is required by a Code Enforcement order.

To remove an existing swimming pool see [Pool Demolition](#).

To remove a septic tank see [Septic Tank Abatement](#).

To obtain a **Demolition** permit:

Plans are required prior to permit issuance for all types of demolitions **other than** complete building removals that have no associated excavations. Plan submittal requirements are based on the scope of the work being demolished. If an excavation exists on site (pools, basements, tanks, septic tanks, etc.) a plot plan must be provided that details the location, size and depth of the excavation to be filled in. All such excavations require a State licensed engineer to produce a demolition, drainage and compaction plan prior to permit issuance **or** the area of back-fill will be considered a “**non-build**” area in the future. Plan review fees are based on a per hour rate with a half-hour minimum. A **special inspection form** must be submitted prior to permit issuance, designating the supervising Engineer or Special Inspection agency that will be doing the backfill compaction observation and providing a compaction report in order to declare the abated area as a buildable area.

To Obtain an **Alteration/Partial Demolition** Permit

All Alteration/Partial Demolition permits require plans that detail all exiting and life safety requirements. Complete before and after floor plans are required.

The following clearances are required prior to obtaining a permit to demolish:

1. **Planning Division** approval is required for the complete demolition of structures unless the demolition is accomplished as part of another authorized Planning permit. All structures listed on the historic inventory must have clearance from the Planning Division. The Planning Division phone number is (408) 535-3555.
2. **Public Works Department** clearance is required if sidewalks, streets, or park-strips will be used for parking of equipment or for storage of debris during demolition. The applicant must obtain a “*Revocable Encroachment Permit*” from the Public Works Department by calling (408) 535-7802.

3. **Fire Department** clearance is required when removing underground tanks (except septic tanks). For Fire Department demolition requirements, call (408) 535-7750.
4. All demolitions must be reported to the **Bay Area Air Quality Management District** (BAAQMD). For the demolition of an entire building (except for single family dwelling structures) the Building Division is required to verify the issuance of a Job (“J”) number from BAAQMD prior to permit issuance. BAAQMD is the regulating agency for the removal of asbestos containing material. Their phone number is (415) 749-4762.

Demolition inspection procedures are as follows:

Building Inspections

1. One building inspection is performed by the Building Division for an **entire building demolition** or a **pool, septic tank or basement** abatement where the backfill and compaction will be supervised by a Special Inspection Agency, however, plumbing inspections may be required if a **sewer is abandoned**. It must be capped off within five (5) feet of the property line and verified by a Plumbing inspector. The applicant must obtain inspection of the sewer cap prior to backfill.
2. The purpose for permit issuance is to document the location of the removal and to review compaction documentation if applicable. The special inspection final inspection letter, certifying that the excavation was compacted to 95% will be accepted as the final inspection. For excavation abatements that **do not** have supervised compacted backfill, the area of backfill will be designated as a “**non-build**” area for future development. A copy of the site plan with the area, depth and location of the non-build area indicated will be kept in the Building Division files. A Building Division Inspector will visit the site after backfilling to ensure that the non-build area is properly documented on the site plan.
1. All **Alteration/Partial Demolition** permits require building inspections. Removal of non-load bearing walls requires only a final inspection. Removal of construction due to a Code Enforcement order will have the required associated inspections stipulated in that order.